

Supplier willt accept orders by Facsimile or E-mail transmission:

Facsimile Number: (949) 474-0161

E-Mail Address: sales@comade.com

Vendor Contact Name: Brandy Sara

Vendor Contact Telephone Number (888) 923-9922, ext. 703

Price:

Price shall be firm for the duration of the contract period.

Delivery:

Delivery is to be completed in full within 60 calendar days of the receipt of order by the contractor.

CONTRACTOR IS REQUESTED TO MAKE DELIVERIES TO THE CALIFORNIA HIGHWAY PATROL, 6130 FREEPORT BLVD., SACRAMENTO, CA 95822, DURING OFF-PEAK HOURS. OFF-PEAK HOURS ARE 10:00 AM TO 4:00 PM.

CONTRACTOR IS ALSO REQUESTED TO MAKE DELIVERIES TO OTHER STATE AND LOCAL AGENCIES THROUGHOUT VARIOUS LOCATIONS WITHIN THE STATE OF CALIFORNIA. LOS ANGELES COUNTY, ORANGE COUNTY, SAN BERNANDINO METROPOLITAN AREA, SAN DIEGO METROPOLITAN AREA AND ANY OTHER COUNTIES LOCATED WITHIN THE STATE OF CALIFORNIA DURING OFF-PEAK HOURS. OFF-PEAK HOURS ARE 10:00 A.M. TO 4:00 P.M.

Minimum Order:

The minimum order shall be one suit or jacket.

Quantity Estimates:

Quantities shown for each line item are estimates and are for evaluation purposes only. Actual purchases may vary from this pattern. The State will not be obligated to purchase contractor's excess inventory of any line item if actual purchases vary from the anticipated purchase pattern.

Ordering Procedures:**State Agency Ordering Procedures:**

Issue state agency orders to the contract supplier. State agencies will be sending a Contract/Delegation Purchase Order (STD. 65). **The DGS's fee for state agency use is 2.13% of the value of the order (before tax or cash discount), maximum of \$7500. (This fee applies through June 30, 2004.) The DGS fee beginning July 1, 2004 through June 30, 2005 is 2.56%.**

Local Agency Ordering Procedures:

Issue local agency orders directly to the contract supplier. (Blanket orders are no longer issued by the Procurement Division for local agency use.) **The DGS's fee for local agency use is 2.12% of the value of the order (before tax or cash discount), maximum of \$7500. (This fee applies through June 30, 2004.) The DGS fee beginning July 1, 2004 through June 30, 2005 is 2.56%.**

For billing, for both state and local agencies, send a copy of your purchase order to:

DGS-Procurement Division
Attn: Data Entry Unit
PO Box 989052
West Sacramento, CA 95798-9052

Invoicing Requirements:

The contractor is to render invoices as instructed on individual orders. Invoices shall include the order number, the contract number, the commodity code number, quantity, unit price, and extensions. State sales and/or use tax is to be added to each invoice.

Usage Reports:

The contractor is required to submit a detailed usage report and **hard copies of each purchase order placed against the contract for the respective quarter**. Usage Reports are required to be submitted every three months commencing from the date of the contract award. This report is to include the total quantities per item, item description per contract item number, and a grand total for the period. Failure to submit completed usage reports in a timely manner may be considered a breach of contract and subject the Contractor to General Provision 26, Rights and Remedies of the State for Default.

Send the Contract Usage Report with purchase orders to the following address:

Department of General Services
Procurement Division
Attn: Sherry Jacobs
P.O. Box 989054
707 3rd Street
West Sacramento, CA 95798-9054

Contractor Location:

Please list below the location to which individual orders should be sent:

Company Name: _____

Street Address: _____

City, State, and Zip: _____

Person to contact: _____

Phone No.: _____

Fax No.: _____

Emergency Purchases:

In the event of an emergency, the State may purchase any required line item from other than the contractor.